

# Hazardous Waste Connection

*Compliance Information for Generators in Kansas*

Summer 1998

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## *I Know I Have that Record... Somewhere...*

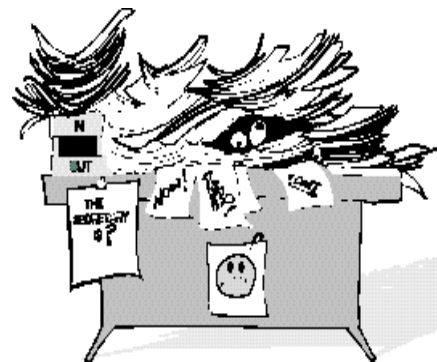
### Tips for Organizing Your Hazardous Waste Files

*by Ron Smith*

How often do you try to find something that you know you have but you just can't remember where you put it? Commonly, when the KDHE inspector arrives to conduct an inspection, the business owner or operator knows they have the requested information but aren't able to find it during the inspection period. Out of 151 facilities inspected between October 1, 1997 and March 31, 1998, 46% of the facilities were cited for violations related to poor record keeping practices. *Unfortunately, if you can't find the information the inspector asks for during the inspection, it is assumed the document does not exist and will count as a violation.*

If you feel you need help to better organize your records, some suggestions based on our inspectors' experiences are listed below:

- Keep all your hazardous waste records in one area. Often the manifests will be in one department, the weekly inspection logs will be in another location and the training records will be kept in a third area. This not only adds to the stress of the inspection but wastes time for all parties when you're unable to locate the requested records.
- Keep your records stored in a manner that allows easy access. A file drawer may not be the most accessible place for you or others to find certain records. Instead, try keeping your records organized in three ring binders. This storage method allows you to quickly find as well as file the information you will need to provide during an inspection.
- Organize your records by related topics. For example, we devised a filing system using a three ring binder divided into the sections shown in the box:



#### Example HW Records File Categories

- ✓ Waste Analysis & Waste Determinations
- ✓ Special Waste Disposal Authorizations
- ✓ Manifests
- ✓ Weekly Inspections Logs
- ✓ Training Records
- ✓ HW Notification Forms
- ✓ HW Generator's Handbook & Fact Sheets
- ✓ HW Labels &/or placards

In this example, the Waste Analysis and Determinations section would contain copies of laboratory analysis of your waste streams or, if using "knowledge of the process", a detailed explanation of how you made your determination.

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### Hazardous Waste Connection



Kansas Department of Health &  
Environment

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Please direct inquiries and opinions to:  
KDHE – BWM  
Hazardous Waste Connection  
740 Forbes Field  
Topeka, KS 66620

For subscription information call:  
(785) 296-1591  
Fax (785) 296-8642  
email: shawks@kdhe.state.ks.us

KDHE Web Page address  
[www.state.ks.us/public/kdhe](http://www.state.ks.us/public/kdhe)



by Bill Bider

Why do regulators, especially environmental agencies, care so much about record-keeping? The primary reason is to provide documentation that the facility has complied with applicable regulations. Inspectors can only observe a “snapshot” in time during an inspection, so records must be maintained to document compliance at other times. Hazardous waste inspectors often spend considerable time reviewing required records to ensure that regulated facilities have complied with various requirements. Examples of important hazardous waste records include inspection logs, hazardous waste manifests, and laboratory waste analyses.

Records also provide businesses with protection against certain types of liabilities. For example, manifests or other shipping documents demonstrate that a company has properly disposed of its wastes. Such records can be used to contest an allegation of illegal dumping. Similarly, laboratory analyses can be used to demonstrate that a company should not be considered as a responsible party at a cleanup site because contaminants found in the impacted soil or groundwater were not present in the company’s waste. Even though regulations may only require record-keeping for three to five years, you may want to keep records much longer to minimize your company’s liabilities.

Finally, the organization and thoroughness of your records influence your image when an inspector visits. A well-organized and easy to use filing system presents a good company image and demonstrates respect for the agency and the regulations which they are directed to enforce. On the other hand, poorly organized or sloppy records presents a poor image and sets off alarms in the inspector’s mind that there are likely to be other problems at the facility. Good record-keeping is clearly not a waste of time!

## REQUIREMENTS FOR USED OIL GENERATORS

by Mary Bitney

Unlike the hazardous waste regulations, the used oil regulations **apply to all generators of used oil** except for household “do-it-yourselfers” (DIY), farmers who generate an average of 25 gallons or less of used oil in a month, and a few other entities. Common examples of used oil generators would be vehicle service and repair shops, farm implement service companies, taxi and bus companies, and delivery companies.

The requirements for used oil generators are few and straightforward: (1) used oil must be stored in containers or aboveground tanks (AST) in good condition with no visible signs of leaking; (2) used oil containers and tanks must be labeled with the words “Used Oil”; and (3) in case of a spill, the spill must be stopped, the spilled used oil must be contained and cleaned up, and steps must be taken to prevent future releases by correcting the source of the spill.

The used oil generator has the following disposal options available: (1) burn it in your own used oil space heater (see last issue); (2) haul it yourself to a registered

used oil collection center in quantities of 55-gallons or less; and (3) contract with a used oil transporter to ship the used oil off-site. Used oil transporters and collection centers must obtain an EPA identification number. Used oil generators may also transport the used oil themselves, without a 55-gallon limit, under a

contractual agreement (tolling agreement) with a used oil processor/re-refiner. The used oil must be reclaimed and returned to the generator for use as a lubricant, cutting oil or coolant. This arrangement must indicate the quantity, type of oil, and frequency of shipments.

If you store used oil in an underground tank (UST), you must label the fill pipe with the words “Used Oil”. You may be subject to Spill Prevention Control and Countermeasure (SPCC) requirements if your total UST capacity is more than 42,000 gallons, your AST is more than 660 gallons or total AST is more than 1,320 gallons. For more information, call (785)296-1603 or (785)296-1604.

### Used Oil Generators Must:

- ✗ **Store Used Oil in Tanks/Containers in Good Condition**
- ✗ **Label Tanks/Containers “Used Oil”**
- ✗ **Promptly Contain and Clean Up Spills**



by Mary Bitney

The Kansas Department of Health and Environment (KDHE) has gone online! The KDHE Web Page address is: [www.state.ks.us/public/kdhe](http://www.state.ks.us/public/kdhe). Some of the information that will be available include Hazardous and Solid Waste Technical Guidance Documents, Inspection Checklists for Hazardous and Solid Waste Inspections, the Hazardous Waste Generators Handbook, KDHE contacts by subject area and back issues of the Hazardous Waste Connection.

The U.S. Environmental Protection Agency (EPA), in conjunction with various industrial groups, also has online compliance assistance available. EPA has developed small business compliance assistance centers for four specific industry sectors, typically small businesses, that are subject to more than one set of environmental regulations. Those industries are: printing, metal finishing, automotive services and repair and agriculture.

The purpose of the centers is to provide comprehensive, easy to understand compliance information specific to that industry along with information on waste minimization and pollution prevention practices. Each center will provide fact sheets, checklists, plain-English guides and other tools to assist small businesses.

The automotive center's site is a Virtual Shop and can be found at <http://www/ccar-greenlink.org>. This site is more than just electronic text, it's a graphical representation of an auto service and repair site. Click on objects in the shop to receive informa-

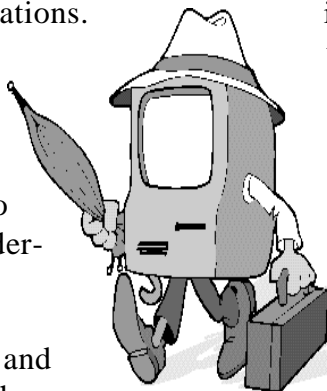
tion for both OSHA and environmental regulations.

Metal Finishing facilities can obtain compliance information at the National Metal Finishers Resource Center, <http://www.NMFRC.org>. Information available includes applicable regulatory determinations, cost comparisons among various technology options, pollution prevention case studies and technical forums. A related site is [http://www.iti.org/ee/eem/chrome\\_help](http://www.iti.org/ee/eem/chrome_help). This site contains the final version of the *Hard Chrome Help Manual* sponsored by EPA.

Printers can find assistance with the Printers' National Environmental Assistance Center (PNEAC) web site, <http://www.hazard.uiuc.edu/pneac/pneac.html>. This site is also available via a 1-800 number, e-mail and fax. Information available includes fact sheets, updates on regulatory initiatives, compliance policies and guidelines, pollution prevention case studies and schedules of conferences and training events.

Agribusinesses such as growers, livestock producers and agricultural information/education providers can find information at <http://es.inel.gov/oeca/ag/aghmpg.html>.

If you are interested in finding out more information on pollution prevention success stories in the federal 33/50 Program, try the P2 web site at [www.epa.gov/opptintr/3350](http://www.epa.gov/opptintr/3350). Future compliance assistance centers are presently being designed for the chemical manufacturers, printed wiring board manufacturers, municipalities and transportation industry. For general information regarding EPA's compliance assistance centers, call (202) 564-7066.



## *Helpful Web Site Addresses:*

[www.state.ks.us/public/kdhe](http://www.state.ks.us/public/kdhe)  
<http://www/ccar-greenlink.org>  
<http://www.NMFRC.org>  
[http://www.iti.org/ee/eem/chrome\\_help](http://www.iti.org/ee/eem/chrome_help)  
<http://www.hazard.uiuc.edu/pneac/pneac.html>  
<http://es.inel.gov/oeca/ag/aghmpg.html>  
[www.epa.gov/opptintr/3350](http://www.epa.gov/opptintr/3350)

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It may be useful to include copies of product MSDS sheets in this section.

Other sections could be used to maintain copies of any special waste disposal authorizations you may use, copies of the manifests and Land Disposal Restrictions (LDR) notifications, inspection logs and any other records which may be requested during the inspection. A facility that provides good records during the course of an inspection will usually be a facility which has a good overall hazardous waste management program.

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**ADDRESS CORRECTION REQUESTED**

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## *Upcoming Events*

KDHE Environmental Conference Planned September 29 - 30, 1998

The 1998 KDHE Environmental Conference will be held at the Holidome, Salina, Kansas, September 29 and 30. This year's conference will focus on pollution prevention technologies, new uses for old products, and environmental management systems. The speakers include KDHE staff, business and municipal representatives, consultants and attorneys interested in environmental issues. This is a great opportunity to learn about new technologies and obtain tips to cut disposal costs while still remaining in compliance. For more information contact Ricquelle Landis at (785) 296-6603 or FAX request to (785) 291-3266.

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### **Important Hazardous Waste (HW) Program Phone Numbers**

#### **Kansas Department of Health & Environment (KDHE)**

Gary R. Mitchell, Secretary ..... 785/296-0461

#### **KDHE - Division of Environment**

Ronald Hammerschmidt, PhD, Director ..... 785/296-1535

#### **KDHE - Bureau of Waste Management** ..... 785/296-1600

Bill Bider, Director ..... 785/296-1612

a. Mary Bitney, Technical Support Section Chief . 785/296-1603

b. John Mitchell, W. P. P. & O. Section Chief ..... 785/296-1608

c. Dennis Degner, PhD, Permitting Section Chief . 785/296-1601

Mostafa Kamal ..... 785/296-1609

Ron Smith ..... 785/296-1604

David Branscum ..... 785/296-6898

George McCaskill ..... 785/296-1606

Linda Prockish ..... 785/296-0005

Mark Duncan ..... 785/296-1614

Lynda Ramsey ..... 785/296-0681

#### **KDHE - District Office Inspectors/Engineers**

Northeast - Lawrence ..... 785/842-4600

Southeast - Chanute ..... 316/431-2390

North Central - Salina ..... 785/827-9639

South Central - Wichita ..... 316/337-6020

Northwest - Hays ..... 785/625-5663

Southwest - Dodge City ..... 316/225-0596

**EPA RCRA Hotline** ..... (800) 424-9346

KDHE Public Advocate ..... 785/296-0669  
toll free for long distance ..... (800) 357-6087

#### **Kansas State University (KSU)**

Pollution Prevention Institute/Small Business

Environmental Assistance Program (SBEAP) ..... 785/532-6501

SBEAP - Hot Line ..... (800) 578-8898

#### **University of Kansas (KU)**

SBEAP - Resource Library ..... 785/864-3968

BWM Fax ..... 785/296-8642  
email ..... shawks@kdhe.state.ks.us

#### **HOW MAY WE DIRECT YOUR CALL....**

EPA ID numbers ..... David Branscum

Compliance Assistance Outreach Program ..... Mary Bitney

General HW Generator questions ..... Ron Smith

Groundwater Monitoring ..... Mark Duncan

HW Complaints ..... Lynda Ramsey or Ron Smith

HW Notification questions ..... David Branscum

HW Permits ..... Mostafa Kamal

HW Regulation information .. John Mitchell or George McCaskill

HW Transporter Registration information ..... Linda Prockish

PCB, TSCA and/or CERCLA ..... George McCaskill

Newsletter Contact ..... Mary Bitney